

CITY CLERK

Class Definition

Under the provisions of the Municipal Charter and within the framework of general policy established by the City Council, plans, organizes, directs and coordinates the activities of the City Clerk's Office.

Distinguishing Characteristics

City Clerk is responsible for planning, organizing, directing and coordinating the administrative and operational activities of the City Clerk's Office. The incumbent performs as clerk to the City Council and directs the publication, filing, indexing, and safekeeping of all proceedings of the Council. The City Clerk is appointed by, receives instructions from, presents recommendations to and is directly responsible to the City Council.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Performs the duties specified by Section 802 of the City Charter.

Plans, organizes, directs and coordinates the activities of the City Clerk's Office.

Plans and directs the maintenance of official City documents and records.

Attends Council meetings; supervises and participates in keeping the journal of Council proceedings, ordinances and resolutions.

Directs the operation of the City records storage facility.

Supervises the administration of oaths, and certifications of official documents pertaining to the business of the City.

May provide staff support for various boards and commissions.

Coordinates human resources and organizational development activities for the City.

Acts as the City's filing officer under the requirements of the Political Reform Act of 1974, as amended; is responsible for timely filing of all required Conflict of Interest and Economic Interest statements.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the organization and functions of City government.

Knowledge of the principles and practices of management.

Knowledge of municipal laws and procedures.

Ability to use good judgement in making decisions in conformance with laws, regulations and policies.

Ability to establish and maintain effective working relationships.

Ability to communicate orally and in writing.

Minimum Qualifications

Sixty (60) units of accredited college or university coursework with a major in Public Administration, Management or related field; and two (2) years of thorough, progressively responsible management experience in a general purpose local government.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

MR/CR/co/09/05/90

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